

**Corrections Standards Authority
SB 81 Request for Proposals
Local Youthful Offender Rehabilitative Facilities
Excerpt**
Note the highlighted pertinent sections

FUNDING

Eligible Project Costs: The state has identified specific types of costs as eligible for funding under this program. Eligible project costs consist of items identified in this RFP that may be paid for through these state funds and county matching funds and that are directly related to the proposed scope of work. Items not identified as eligible, known to be ineligible, or that are outside the proposed scope of work cannot be claimed for state dollar reimbursement or as county matching funds. Spaces shall be sized to state standards, and all reasonable and necessary facility ancillary, administrative and program space may be included.

State Funds: State funds can be used for construction activities that occur after the SPWB has approved the project's scope and cost and the CSA has approved the project's final architectural plans and specifications. Project costs eligible for these state funds are:

1. Construction/expansion/renovation of the CSA-approved youthful offender rehabilitative facility project, including site preparation.
2. On-site construction within a reasonable buffer zone surrounding the site boundary or security fence (if applicable) of the youthful offender rehabilitative facility and parking lot.
3. Fixed equipment items; e.g., heating, ventilation, air conditioning, plumbing, lighting, communications, surveillance, security and life/safety equipment, etc., as necessary for the operation of the youthful offender rehabilitative facility.
4. Fixed furnishings; e.g., built-in and permanently-affixed counters, tables, cabinets and seats, etc., as necessary for the operation of the youthful offender rehabilitative facility.
5. Installation of fixed equipment and fixed furnishings as necessary for the operation of the youthful offender rehabilitative facility.

Examples of ineligible costs for which these state funds cannot be used include, but are not limited to: construction or building of space for future capacity needs beyond the year 2013 (e.g., unused space or "shelled" space); purchase, lease or rent of land; personnel or operational costs; construction management; architectural programming/design; environmental reports; soil and/or water contamination assessment/mitigation; excavation of burial sites; moveable furnishings and moveable equipment; public art; off-site costs such as access roads, power generation and utilities development; all costs attributable to county building permit fees and/or building code inspection fees; supplies; bonus payments and debt service or interest charges.

Costs to be attributed to these state funds must be identified on the funding Proposal Form. The maximum amount of funds that can be requested by individual counties is up to 75 percent of total eligible project cost, not to exceed a maximum proposed state funding amount of \$35 million for large counties; \$35 million for medium counties; and \$30 million for small counties (see previous population chart). Note: Small counties only may request a reduction of in-kind match (see In-Kind Match section on the next page) and in such instance the amount of state funds requested may exceed 75 percent of the total eligible project cost, not to exceed the state dollar amounts specified above. These state funds cannot be used to supplant (replace) funds otherwise dedicated or appropriated by counties for renovation or construction activities.

County Matching Funds: A minimum of 25 percent match of total eligible project costs is required. This local match may be a combination of cash match and in-kind match, subject to the following limitations:

- a. **Cash (Hard) Match:** Cash match must be identified in the proposal and must be at least 10 percent of total eligible project costs for large counties and at least 5 percent of total eligible project costs for medium and small counties (see previous population chart). Counties may provide an unlimited amount of cash match above the required minimum. Cash match cannot be used to supplant (replace) funds otherwise dedicated or appropriated by counties for construction activities. Cash match cannot be claimed for salaries/benefits of regular employees of the county workforce, but may be claimed for the services of consultants or contractors engaged to perform project related services as described below. Eligible cash match expenditures only include costs of:
 1. Items eligible for state funding as previously indicated.
 2. Architectural programming and design (by consultants or contractors).
 3. Preparation costs for full or focused environmental reports (for activities by consultants or contractors).
 4. Construction management (for activities by consultants or contractors).

Examples of ineligible costs for which cash match cannot be used include, but are not limited to: construction or building of space for future capacity needs beyond the year 2013 (e.g., unused space or “shelled” space); needs assessments; and construction management and administrative services provided by regular employees of the county work force.

- b. **In-Kind (Soft) Match:** In-kind match must be identified in the proposal. In-kind match cannot exceed 15 percent of total eligible project costs for large counties and cannot exceed 20 percent of total eligible project costs for medium and small counties (see previous population chart). In-kind match may be kept at the maximum allowable or reduced for each dollar that cash match is increased beyond the required minimum (see cash match above). In-kind match may be claimed for project related costs for activities performed by staff or consultants. Eligible in-kind match only includes:
 1. Items eligible for state funding and cash match as previously indicated.
 2. Site acquisition cost or current fair market land value supported by independent appraisal by a licensed appraiser (on-site land only regardless of acquisition date). This can be claimed for on-site land

cost/value for new facility construction, on-site land cost/value of a closed county facility or other building or buildings, subject to the approval of SPWB that will be renovated and reopened, or on-site land cost/value used for expansion of an existing facility. It cannot be claimed for land cost/value under an existing operational youthful offender rehabilitative facility.

3. Audit of state funds at the conclusion of the project (staff salary/benefits of independent county auditor or services of contracted auditor).
4. Needs assessments (staff salary/benefits and/or consultant costs directly related to the project).
5. County administration (staff salary/benefits directly related to the project for activities after August 24, 2007).
6. Transition planning (staff salary/benefits and consultant activities directly related to the project for activities after August 24, 2007).

The CSA Board may reduce in-kind match requirements for small counties with a general population below 200,000 upon petition by counties. Small counties intending to request CSA Board approval of a reduction of in-kind match must indicate this on the funding Proposal Form.

Costs which may not be attributed to local matching requirements include, but are not limited to, construction or building of space for future capacity needs beyond the year 2013 (e.g., unused space or “shelled” space); on-site costs such as moveable equipment and moveable furnishings or the construction of other non-facility space such as courtrooms, department offices and county administrative complexes. Off-site costs such as constructing access roads or utilities development are also not eligible, nor are construction items/activities outside of a reasonable buffer zone surrounding the perimeter of the site boundary or security fence (if applicable) of the youthful offender rehabilitative facility and parking lot.

Counties must pay for ineligible cost items with supplemental funds not included in county match. Supplemental county funds to pay for off-site and other ineligible cost items should not be included on the attached funding Proposal Form which applicants will use to schedule requested state funds, matching funds and total estimated eligible project costs. If applicants are unsure if an item is eligible as match, please contact CSA staff before submitting a proposal. Any project costs that are ineligible for purposes of this proposal, but necessary for the beneficial use and occupancy of the youthful offender rehabilitative facility (i.e., access roads), shall be funded by the county through other means, and in such timely manner, so as not to interrupt or delay the occupancy and use of the youthful offender rehabilitative facility.